

## FINAL PLAT CHECKLIST

(please print)

Name of Subdivision: \_\_\_\_\_

Name of Engineering Company: \_\_\_\_\_

1. Subdivision Name ☐
2. Detailed Location Map with Streets Clearly Shown ☐
3. Name(s) and Address(es) of Owner of Land being Subdivided ☐
4. Deed Book and Page Number ☐
5. Copy of Owner s Deed ☐
6. Professional Surveyor ☐
  - a. Seal ☐
  - b. Name ☐
  - c. Signature ☐
  - d. Address ☐
7. Date ☐
8. Approximate Magnetic North Point ☐
9. Graphic Scale ☐
10. Proposed Elements of the Subdivision ☐
  - a. Streets/Roads ☐
    1. Street Names as Approved by E-911 ☐
    2. Locations of Proposed Streets ☐
    3. Dimensions of Proposed Streets with ROW s Clearly Shown ☐
    4. ROW s in Coordination with Long Range Transportation Plan of Rutherford County ☐
    5. Designate driveways if soil site have minimum soils ☐
  - b. Alleys ☐
  - c. Lot Lines ☐
  - d. Minimum Building Setback Lines ☐
    1. Front ☐
    2. Side ☐
    3. Rear ☐
    4. If Corner Lot ☐
      - a. Two Front Yards ☐
      - b. Two Side Yards ☐
  - e. Easements ☐
11. Total Acreage Being Subdivided ☐
12. Total Number of Lots ☐
13. Lots Numbered in Numerical Order ☐
14. Boundary Description Per Lot ☐
  - a. Meets and Bounds Description ☐
  - b. All Dimensions to the Nearest 1/100 foot ☐

- c. All Angles to the Nearest Minute ☐
- 15. Location and Description of Monuments ☐
- 16. Who and What Adjoin the Property
  - a. Adjoining Property Owners Names and Deed Book/Page No. ☐
  - b. Names of Adjoining Subdivisions ☐
  - c. Names of Adjoining Streets ☐
- 17. Lateral Tie ☐
- 18. Square Footage of Individual Lots ☐
- 19. Lot Widths: Do the individual lot widths meet the requirements? i.e. on cul-de-sacs a minimum of 45 feet at roadway, other lots a minimum of fifty feet at roadway. Each Curve Table Checked. ☐
- 20. Proposed Location of Fire Hydrants (All lots within 1,000 feet of a hydrant) ☐
- 21. Zoning Classifications
  - a. Property in Question ☐
  - b. Surrounding Properties ☐
- 22. Area Approved for Subsurface Disposal Systems
  - a. Square Footage of EACH LOT S soils areas shown ☐
  - b. EACH Soils Area Broken Down by Soil Types ☐
- 23. Federal Emergency Management Agency
  - a. Panel Number ☐
  - b. Effective Date ☐
  - c. Flood Zone, i.e. A, AE, or X
  - d. 100 year Flood Plain
  - e. 100 year Flood Plain Shaded or Hatched ☐
  - f. Minimum Pad Elevations for affected lots, if applicable ☐
  - g. Minimum Floor Elevations for affected lots, if applicable ☐
  - h. Square Footage of Lots That Remain Inside the 100 year Flood Plain ☐
- 24. Required Signed Certificates
  - a. Ownership and Dedication ☐
  - b. Accuracy ☐
  - c. Water ☐
  - d. Approval for Electric Power ☐
  - e. Approval for Recording ☐
  - f. General Approval for Installation of Solid Waste Disposal System
    - 1. Installation of Subsurface Disposal System with Restrictions ☐
    - 2. Installation of a Public Sanitary Sewer System ☐
    - 3. Installation of the STEP System ☐
- 25. All Drainage Easements Labeled, Shown, and Agreeing with Preliminary Plat ☐
- 26. Consent To Drain, As determined by County Engineer
  - a. Is the Document Recorded? ☐
  - b. Record Book and Page Number Shown on Plat ☐
- 27. Boundary Description of all Detention and/or Retention Areas ☐

- 28. State Plane Coordinates ☐
- 29. Three (3) copies and Checklist upon first submittal to Planning Office ☐
- 30. Ten (10) copies and Checklist After Comments and Revision Are  
Made and Submitted back to the Planning Office ☐